

**2010-
2011**

Learning Beyond the Bell
After-School Program
Staff Handbook



*Every child learns.
No exceptions. No excuses.*

Mission:

To offer a free, safe, enriching and supervised environment for Lewisville ISD students in grades 3-5, in which students develop academic competency and confidence, higher-level thinking skills and problem-solving, creativity, individual growth through hands-on experiences, peer interaction, and positive adult relationships.

Purpose:

Learning Beyond the Bell is designed to provide after-school learning opportunities beyond the regular school day. The program focuses on helping children in high-need schools succeed academically through the use of scientifically-based extended learning time. LBB is a powerful program that enhances and complements the regular school day, rather than duplicating or imitating classroom instruction.

Goals:

- Provide opportunities for academic enrichment, including providing tutorial services to help children, particularly students who attend low-performing schools, and meet State and local student academic achievement standard in core academic subjects, such as reading, mathematics, and science.
- Provide academic activities for students, aligned with the Texas Essential Knowledge and Skills (TEKS) and Texas Assessment of Knowledge and Skills (TAKS), including a broad array of services, programs and activities, designed to reinforce and complement the regular school day academic program.
- Provide students enrichment programs and activities, such as youth development activities, drug and violence prevention programs, counseling programs, art, music, physical education/fitness programs, and technology education programs that are designed to reinforce and complement the regular academic program.

Participating schools include:

- Central Elementary
- Hedrick Elementary
- Lakeland Elementary
- Lewisville Elementary
- Peters Colony Elementary

ADDRESS: Learning Beyond the Bell
400 High School Drive
Lewisville, TX 75057
U.S.A.



SUPERVISOR Anthony R. Figueroa
PHONE (972) 350-3459
E-MAIL figueroaar@lisd.net
WEB SITE <http://www.lisd.net/lbb>

Time-on-Task:

Research indicates that utilizing the full class time for instruction is one of the most important factors leading to increased student achievement. *Learning Beyond the Bell* leadership expects classrooms and lessons be organized to maximize the efficient use of class time and minimize disruptions, in order to powerfully impact student learning.

Dress Code:

A staff's appearance, dress, and behavior are visible and communicate many things to our students, our parents, and our community. All staff has an obligation to set and maintain high standards in appearance, dress, and behavior. All staff is expected to represent the school in a professional manner at all times. It is preferred that shorts, sweatshirts, t-shirts (unless program specific), torn clothes, or flip flops are not worn unless the activity/schedule warrants such attire.

Cell Phone Use:

While clocked in, usage of cell phones by Site Coordinators and staff are to be limited to emergency calls. Staff should not use instructional time to receive or create text messages, play games, or be involved in casual conversations on the phone. Such activities bring up ethical issues and legal liabilities in the event of an emergency. If an employee is observed or reported using a cell phone for non-emergency events, the site coordinator or supervisor will report the incident and make a recommendation for appropriate action. **This is to include all other electronic devices which are not being directly used in the instruction of the lesson.*

Room Appearance:

Everyone must demonstrate a conscience effort to keep the area used by LBB clean and materials returned as found. Upon leaving the work areas at the close of a session, staff should check to see if all materials and furniture are returned to their location state.

Daily Schedule:

**Subject to change during special programming*

Elementary Schedule

2:50-3:50pm – Snack and Academic Set

3:50-4:20pm - Homework

4:20-5:20pm – Enrichment Set

5:20pm - Dismissal (Parent Pick-up and Bus loading)

**Schedule time and staffing will vary on dates which involve adventure/scouting activities.*

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Beginning LBB:

Starting each session in a positive manner is essential for a good program. Staff is expected to actively greet students as they report to LBB. Staff should not be sitting down to greet students. As students walk into LBB, the climate should be inviting and engaging. Be sure to greet them in a manner that shows a “climate of care and enthusiasm”.

Academic Set:

Staff is expected to complete the lesson described in the lesson folder. If the lesson(s) are too difficult or need modifications, please inform the site coordinator. Throughout the academic set, staff is to remain engaged and active. Most students are in the program because they lack certain academic skill sets, therefore many will resist certain activities. Academic sets are not an option.

Homework:

A function of the *Learning Beyond the Bell* after-school program will be to assist students academically. Students will be given **30 minutes** of homework assistance per day.

The students must realize that the responsibility for completing homework assignments ultimately rests with the student. However, staff is expected to maintain a controlled and quiet environment that fosters the proper homework setting. Staff will be responsible to monitor their set of students and ensure that they are actively engaged in completing their homework assignments. If a student refuses to work on their assignment, please notify the site coordinator. If a student has completed their assignment, the student must put their head down, read a book, or draw while not to disrupt the homework environment.

Enrichment Set:

It is expected that the staff remain fully engaged and active throughout the enrichment lesson. Enrichment is not RECESS and should never be treated as “free time” for students. If the lesson calls for outdoor activities, staff is expected to maintain a safe and structured environment.

Additionally, staff will be functioning as Scout leaders. All staff must complete Youth Protection Training and print proof of the training prior to students start date. Youth Protection Training must be taken every two years.

Review of Youth Protection Training and additional resources:

<http://www.scouting.org/scoutsource/sitecore/content/Scouting/Training/YouthProtection.aspx>

Registration of account for Youth Protection Training

https://myscouting.scouting.org/_layouts/MyScouting/Register.aspx

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Working with At-Risk Youth:

1. Base all of your interactions on reciprocal respect: Would you mind taking your hat off please vs. take your hat off!
2. Use positive affirmations as much as possible: You're an awesome student
3. Seek first to understand then be understood: Explain that to me again, please. I want to be sure I understand what you are saying.
4. Realize that YOU may be the only steady, consistent force in their life. I'm here for you.
5. Be consistent: Keep your word and be on-time.
6. Be compassionate: How would you want your child to be spoken to?
7. Don't listen to negative put-downs of a student by adult not successful with them.
8. Make students feel lucky they know YOU: What separates you from the other staff members? Your students should be proud that they have you working with them.
9. Make eye contact with them when you speak to them. It's easy to look away.
10. YOU must know them before YOU teach them. Ask them about their family.

Classroom Management:

Always speak to students as you would if their parent is standing next to them. If there is a time where you need to address a student in a more serious tone, please be at eye level to communicate with the student. Teachers are expected to follow district guidelines on appropriate classroom management. When a student is uncooperative to the point that the class is being disrupted or when a student commits a minor offense habitually, you need to fill out a Student Discipline Form. Choose your words wisely and do not put your recommendations for punishment on the document. Contact a site-coordinator to give them the document; Site-Coordination will handle all discipline that is not able to be handled by the enrichment/academic instructor as follows:

Level of Consequences for Site Coordinator:

1. Verbal Warning (documented)
2. Written Warning
3. Behavior Contract for Student to create (copy sent home)
4. Parent Contact
5. Parent Meeting*
6. Suspend 1-3 days*
7. Exit program*

*Reported to Campus office and Supervisor

If the parent is not able to attend meeting within 48 hours, the student will move to the next level of consequences.

Serious misbehavior may result in steps skipped.

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Discipline Guide:

While there is no perfect recipe for good discipline, there are behaviors of an instructional specialist that should be adhered to:

1. Use good judgment.
2. Be prompt at beginning and dismissing class.
3. Be pleasant and have a good sense of humor. Smile.
4. Be prepared.
5. Avoid sarcastic and cutting remarks.
6. When speaking to a child, bend down to talk to them at eye level.
7. Do not say comments that a teacher cannot carry through with.
8. Inform the site-coordinators of a serious issue before the situation escalates.
9. Make a positive reconnect with the child after a discipline issue.
10. *To punish a group for an offense of an individual in that group is not only foolish, but also unjust.

Student Release:

Children will be released only to persons who are authorized to pick them up as indicated on the enrollment contract. If someone other than the authorized persons will pick up, prior written permission is required stating the name and telephone number of the person who will pick up the child. The authorized person will be required to show a picture ID. It does not matter how well YOU know the parent, they must always have the pick up card. The parents must be held to this requirement at all times.

*Car pick up: Parents will remain in the car at all times. Parents must have the Student Number Card (one will be provided) displayed on their rear view mirror or dash. A staff member will match the number and release the student. If the parent does not have a card, ask them to pull over to the side, wait for the rest of the line to go through and obtain and verify proper identification. If parent is not in a vehicle, they will remain in a specific location and their child will be brought to them when Student Number Card is verified.

Student Injury or Illness:

If a child experiences a minor or non-emergency injury, a staff member will inform parent at pick up time. The program staff is not permitted to apply antiseptics to wounds. In case of serious injury or illness, a parent or an authorized person will be contacted immediately. If the staff determines that a child is contagious or feverish, the child will be isolated and a parent will be called to pick up the child as soon as possible. If a parent is unavailable, the designated emergency person will be notified.

Employment:

Using employee social security numbers for identification has been replaced with an Employee Number. You EP# can be located on your pay stub or by going to:

<https://spsjboss.lisd.net/EmployeeIdentification/pages/entrypage.jsf>

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As a LBB employee, you are not eligible to obtain other paid positions within the district. For example, if you receive a LISD paycheck, then you may not work as a paid substitute or be hired by a campus administrator to conduct tutoring.

Calendar of Events:

Please see the attached Calendar for a complete list of days that there is LBB. There will not be programming on school holidays, major TAKS testing dates, and other school events where students would not attend school. In addition, there will be NO programming on ½ days. In the event of a bad weather make-up day by the school district, LBB will not make-up sessions.

**In the event of inclement weather consult TV channels, 4, 5, 8, 11. Radio 90.1 and 1080 will have information about school closings, beginning at 6:00 am.*

Staff Hours:

LISD Staff is to report Monday-Thursday **2:30pm-5:30pm**

LISD staff is not to exceed 3 hours per day without authorization from the supervisor.

UNT/TNT Staff is to report Monday-Thursday **2:30pm-5:30pm**

UNT staff is not to exceed 12 hours per week. *If there is a short week, they can make up hours.

Swipe Cards: (excludes UNT/TNT staff)

- All LBB personnel will receive a Kronos swipe card. Each LBB employee is responsible for swiping the Kronos time clock for him/herself.
- Personnel are responsible for swiping in and out at the appointed times. Failure to do so may result in loss of pay because of Payroll Department processes and procedures and may result in being dismissed from program.
- If you fail to swipe in/out please, send an email stating the date of the failed swipe.
- If you misplace your swipe card you will need to contact Human Resources to replace it. Any days worked without a swipe card, please submit a signed Kronos Time Correction sheet to the supervisor via inter-school mail to Central Elementary.
- It is important to have the swipe card replaced AS SOON AS POSSIBLE. You are responsible for paying the cost of a replacement card if you have a keyless entry badge.

Resignations:

If for any reason you need to resign your position with Learning Beyond the Bell, please submit written notification to the Site Coordinator and Supervisor. Allow two weeks notice to ensure proper coverage. **Electronic Resignation and Exit Interview**

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In order to gather more information as employees depart the District, an electronic version of both the resignation form and exit interview is provided. The data gathered via the exit interview will be useful in recruiting and retention of employees and we encourage employees to complete the survey as they exit. http://flash.lisd.net/hrs/Eforms/Resignation_2009.pdf

Staff Absence:

All LBB personnel must request planned absences five (5) working days in advance absence. All staff will be provided an on-line Google Document to be used to report absences. Emergency illness must be communicated to the Supervisor and Site Coordinator via email and/or telephone as quickly as possible.

Planned Absences (outside of 24 hours):

- a) Post absence on the on-line Absence Google Document.
- b) Secure a substitute.
- c) Remind site-coordinator that you completed Google Document.

*Be sure to complete the Absence Google Document as soon as you are aware of planned absences. Requests may be denied when staffing numbers are low.

Emergency Absences (within 24 hours):

- a) Email or call the Supervisor and the Site Coordinator.
- b) If possible, secure a substitute.

Payroll:

Supplemental pay staff –

- Your hours are paid as they are swiped.
- There is minimal rounding in the hundredths place.
- If you work 1.82 you are paid for 1.8, etc.

Under the terms of Senate Bill 9 all non-certified school employees hired on or after January 1, 2008 must submit fingerprint identification information in the form required by TEA and DPS before beginning employment. (Digital Fingerprinting)

Each perspective employee will provide information to Lewisville ISD to submit to the state agency to begin the process. LISD will pay \$50.20 to the IBT L-1 processing agency at the time the fingerprinting appointment is scheduled.

Lewisville ISD will deduct this payment from the newly hired employee in the amount of \$16.74 for three pay periods or if the employee leaves before this fee is reimbursed to the district the balance will be deducted from the final paycheck.

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Reporting Abuse or Harassment:

If a child suggests or comments that s/he is being harassed or abused, or if the staff member suspects such, then staff member has a legal obligation to file a report to the site coordinator and authorities. Do not let time pass by. *A child who suggests suicide should never be left alone while the staff member seeks advice.

http://www.dfps.state.tx.us/Child_Protection/About_Child_Protective_Services/

Work Injuries:

If an employee is injured/has an accident while on duty, an injury report must be filed immediately with the site coordinator, supervisor notified, and LISD's Worker Comp.

LISD Workers' Compensation

469-948-8071

<http://www.lisd.net/benefits/workerscomp.html>

District Handbook:

This handbook should be followed in addition to the Lewisville Employee Handbook which each employee is responsible for know the content. An on-line version of the LISD Handbook can be found at: <http://www.lisd.net/employment/New%20Hires/EmpHndbk0910FINAL.pdf>

Emergency Procedures:

In case of emergency, campus procedures will be followed. In extreme situations where the building is determined unsafe, the Site Coordinator will direct staff to remove children to safety and immediately contact parents or emergency contacts according to the campus emergency plan.

In case of fire, student will evacuate the building through designated doors to assigned holding areas until the signal is given that the practice drill or emergency is over. Site Coordinators will have attendance sheet and parent contact information.

Administrative Staff

Anthony R. Figueroa, Supervisor
Email: figueroaar@lisd.net
972-350-3459

Lewisville Elementary
Krystina Sidor, Site Coordinator
Email: sidork@lisd.net
972.350.1745

Central Elementary
Christina Sumpter, Site Coordinator
Email: sumpterc@lisd.net
972-350-3426

Hedrick Elementary
Kelly Dinsmore, Site Coordinator
Email: dinsmorekj@lisd.net
469.948.7472

Lakeland Elementary
Sherri Settles, Site Coordinator
Email: settless@lisd.net
972-350-2636

Peters Colony Elementary
Stacey Corbett, Site Coordinator
Email: corbetts@lisd.net
469.948.3755

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Student Calendar 2010-2011

*111 Days of LBB

2010

September 27, 28, 29, 30

October 4, 5, 6, 7

October 11, 12, 13, 14 *Oct. 11 Holiday

October 18, 19, 20, 21

October 25, 26, 27, 28

November 1, 2, 3, 4

November 8, 9, 10, 11

November 15, 16, 17, 18

November 22, 23, 24, 25 *Thanksgiving

November 29, 30 & Dec. 1, 2

December 6, 7, 8, 9

December 13, 14, 15, 16

Winter Break

2011

January 3, 4, 5, 6

January 10, 11, 12, 13 *Jan 13 -- ½ Day of School-no LBB

January 17, 18, 19, 20 *Jan. 17 Holiday

January 24, 25, 26, 27

January 31, & Feb. 1, 2, 3

February 7, 8, 9, 10

February 14, 15, 16, 17

February 21, 22, 23, 24 *Feb 21 Holiday

February 28, & Mar. 1, 2, 3 *TAKS Testing

March 7, 8, 9, 10

March 14, 15, 16, 17 *Spring Break

March 21, 22, 23, 24 *Bad Weather Day off *LBB will not make-up a bad weather day

March 28, 29, 30, 31

April 4, 5, 6, 7 *TAKS Week

April 11, 12, 13, 14

April 18, 19, 20, 21

April 25, 26, 27, 28 *TAKS Week

May 2, 3, 4, 5

May 9, 10, 11, 12

May 16, 17, 18, 19

May 23, 24, 25, 26

*Dates are subject to change

**1-2 Saturday events (one each semester)

** Indicates no LBB scheduled

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Staff Calendar 2010-2011

*115 Academic Days + 2 possible Saturday events

Work Time: 2:30pm-5:30pm

2010

September 20, 21, 22, 23

*@ Central ES - Mandatory Staff Training

September 27, 28, 29, 30

October 4, 5, 6, 7

October 11, 12, 13, 14

*Oct. 11 Holiday

October 18, 19, 20, 21

October 25, 26, 27, 28

November 1, 2, 3, 4

November 8, 9, 10, 11

November 15, 16, 17, 18

November 22, 23, 24, 25

*Thanksgiving

November 29, 30 & Dec. 1, 2

December 6, 7, 8, 9

December 13, 14, 15, 16

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*Feb 21 Holiday

February 28, & Mar. 1, 2, 3

*TAKS Testing

March 7, 8, 9, 10

March 14, 15, 16, 17

*Spring Break

March 21, 22, 23, 24

*Bad Weather Day off *LBB will not make-up a bad weather day

March 28, 29, 30, 31

April 4, 5, 6, 7

*TAKS Week

April 11, 12, 13, 14

April 18, 19, 20, 21

April 25, 26, 27, 28

*TAKS Week

May 2, 3, 4, 5

May 9, 10, 11, 12

May 18, 17, 18, 19

May 23, 24, 25, 26

*Dates are subject to change
*1-2 Saturday events (one each semester)
* Indicates no LBB scheduled
* Indicates Mandatory Staff Training

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Site Coordinator Calendar 2010-2011

*136 Days (5.5 hrs/day) + 20 hours of Staff Meetings + 2 Saturday events + Added Events = **846 hrs**

2010

August 16, 17, 18, 19	
August 23, 24, 25, 26	
August 30, 31, & Sept. 1, 2	
September 6, 7, 8, 9	*Sept. 6 Holiday
September 13, 14, 15, 16	
September 20, 21, 22, 23	*@ Central ES - Mandatory Staff Training w/ Enrichment Staff
September 27, 28, 29, 30	*Wed. staff meeting
October 4, 5, 6, 7	
October 11, 12, 13, 14	*Oct. 11 Holiday
October 18, 19, 20, 21	*Wed. staff meeting
October 25, 26, 27, 28	
November 1, 2, 3, 4	*Wed. staff meeting
November 8, 9, 10, 11	
November 15, 16, 17, 18	*Wed. staff meeting
November 22, 23, 24, 25	*Thanksgiving
November 29, 30 & Dec. 1, 2	
December 6, 7, 8, 9	
December 13, 14, 15, 16	*Wed. staff meeting

Winter Break

2011

January 3, 4, 5, 6	
January 10, 11, 12, 13	*Jan 13 -- ½ Day of School-no LBB
January 17, 18, 19, 20	*Jan. 17 Holiday---*Wed. staff meeting
January 24, 25, 26, 27	
January 31, & Feb. 1, 2, 3	
February 7, 8, 9, 10	
February 14, 15, 16, 17	*Wed. staff meeting
February 21, 22, 23, 24	*Feb 21 Holiday
February 28, & Mar. 1, 2, 3	*TAKS Testing
March 7, 8, 9, 10	
March 14, 15, 16, 17	*Spring Break
March 21, 22, 23, 24	*Bad Weather Day off --*Wed. staff meeting
March 28, 29, 30, 31	
April 4, 5, 6, 7	*TAKS Week
April 11, 12, 13, 14	
April 18, 19, 20, 21	*Wed. staff meeting
April 25, 26, 27, 28	*TAKS Week
May 2, 3, 4, 5	
May 9, 10, 11, 12	
May 18, 17, 18, 19	*Wed. staff meeting
May 23, 24, 25, 26	
May 30, 31, & June 1, 2	*Holiday

*Dates are subject to change
 **There will be 2 Saturday events (one per semester)
 * Indicates no LBB scheduled
 * Indicates work w/o students from 10:30am-4:00pm
 *Indicates Wednesday SC Staff Meeting (10:45am-12:45pm)

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Elementary Schedule

2:50-3:50pm – Snack & Academic Set (ELAR/Math/Science)

3:50-4:20pm – Homework

4:20-5:20pm – Enrichment Set

5:20pm - Dismissal (Parent Pick-up and Bus loading)

Adventurers/Character Matters Education **Campus specific

2:50-3:50pm – Snack & Homework/Centers

3:50-5:20pm – Adventures

5:20pm - Dismissal (Parent Pick-up and Bus loading)

	Central	Lewisville	Lakeland	Peters Colony	Hedrick
ACME	Thursday	Thursday	Wednesday	Thursday	Thursday
Red Tiger Karate	Monday	Monday	Tuesday	Wednesday	Wednesday

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Staff Handbook Signature Page

Please sign below to indicate that you have received and read the Learning Beyond the Bell Staff Handbook.

Staff Name:

Staff Signature:

Assigned Campus:

Date:

- ☐ BSA Youth Protection Training Completed Initials _____
- ☐ Google Docs Account Created Initials _____
- ☐ LISD Harassment Training Completed Initials _____

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